

PITTSFORD CENTRAL SCHOOL DISTRICT

Audit Oversight Committee (AOC)

Wednesday, December 19, 2024

Barker Rd. Middle School – Mtg. Room 410

3:30 pm

PRESENT: M. Pero, R. Scott, J. Casey, R. Sanchez-Kazacos, M. Vespi, R. Smith, T. Hasseler

1. The committee approved the minutes from the October 2, 2024 meeting.

2. M. Vespi discussed the Draft of the Single Audit Report

- ARP grants are no longer available
- Federally identified programs
- The district is a low-risk auditee/entity
- No findings

Brief discussion on possible impact if the US Department of Education is eliminated. Expectation is that funds should continue to flow from the Federal Government to NY State. Monetary support for special education is a law.

The final Single Audit Report will go before the Board for approval.

3. M. Vespi discussed the draft of Extraclassroom Activity Funds Report

- For high schools, most funds are in the yearbook line items and the musical line items
- The Auditors have no issues with the extraclassroom funds at the elementary schools
- Minor findings:
 - Sales taxes not remitted to NYS
 - No student signature on profit and loss statements
 - Approval of gifts to chaperones by parents instead of students

Prior year recommendations have been implemented.

The final Extraclassroom Audit Report will go before the Board for approval.

4. Mr. Vespi discussed the Internal Audit Report

The risk assessment area was *Payroll Processing*

- Overall, a successful audit
- Satisfactory rating received, which is the highest rating available
- Key Observation – Lack of timely certification of payroll
- A corrective action plan was discussed. Effective immediately, M. Vespi will have a notification on his Outlook calendar that states he needs to certify payroll on that date.

It was noted that the corrective action response for the internal audit was included in the report. The Internal Audit Report will go before the Board for approval.

Other items of discussion:

M. Vespi and T. Hasseler discussed the lack of written processes and procedures for the Business Office staff. It has been found that the lack of processes and procedures can cause a delay in approving remittances from accounts payable. For example, two signatures are sought by the internal auditor prior to payment approval when one signature is sufficient. The time to obtain the 2nd signature can delay payment to vendor.

T. Hasseler and R. Smith will prepare a process and procedure document for the internal auditor and bring it to the audit oversight committee and the internal auditor to review.

M. Vespi also mentioned that the business office is looking at using an automated solution to scan documents. This can be part of a BOCES COSR.

Adjournment: 4:00 pm

Respectfully submitted,
Nancy Neamtu
Assistant to Mike Vespi, Asst. Supt. for Business